



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262



Town Council/Board of Trustees Agenda

Thursday, March 21, 2024

4:00 PM

Council Chamber

SPECIAL CALLED MEETING

The Town Council of the Town of Westlake serves as the governing Board for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. In an effort of transparency, this meeting will be viewable to the public via Live Stream and also available for viewing after the meeting. In an effort of meeting efficiency, any residents wishing to speak on action items must submit a speaker request form to the Town Secretary prior to the start of the meeting. (Speaker request forms are available online)

A. CLOSED EXECUTIVE SESSION (4:00 P.M.)

- A.1. [24-065](#)** The Town Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
(a) Section 551.074 (a)(1) Deliberation regarding personnel matters: To deliberate regarding Westlake Academy Head of School Candidate(s)

B. REGULAR MEETING - CALL TO ORDER

C. PLEDGE OF ALLEGIANCE

D. CITIZEN/PARENT COMMENTS:

This is an opportunity for citizens to address the Town Council or Board of Trustees on any matter, whether or not it is posted on the agenda. Any residents wishing to speak on action items must submit a speaker request form to the Town Secretary. (Best practice is to submit the speaker form prior to the start of the meeting.) If your questions are satisfied, you may choose not to speak. Individual citizen comments are normally limited to three (3) minutes with a maximum of (15) minutes on the same topic item; however, time limits can be adjusted by the presiding officer. The presiding officer may ask the citizen to hold their comment on an agenda item if the item is posted as a Public Hearing. The Town Council and Board of Trustees cannot by law take action nor have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The Town Council and Board of Trustees will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.

E. AGENDA ITEM(S)

- E.1. WA RES 24-11** Consider approving WA Resolution 24-11 adopting the Westlake Academy 2024-2025 Academic Calendar; and take appropriate action (Carolyn Anderson, Interim Head of School)

F. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS**G. ADJOURNMENT**

ANY ITEM ON THIS POSTED AGENDA COULD BE DISCUSSED IN EXECUTIVE SESSION AS LONG AS IT IS WITHIN ONE OF THE PERMITTED CATEGORIES UNDER TEXAS GOVERNMENT CODE.

CERTIFICATION

I certify that the above notice was posted on the bulletin board at Town of Westlake, Town Hall, located at 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.



Amy M. Piukana, Town Secretary

Disabilities Notice: If you plan to attend the meeting and have a disability that requires special needs, please contact the Town Secretary's Office 48 hours in advance at Ph. 817-490-5711 and reasonable accommodations will be made to assist you.



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Staff Report

File #: 24-065

Agenda Date: 3/19/2024

Agenda #: A.1.

TOWN STAFF REPORT RECCOMENDATIONS

The Town Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

(a) Section 551.074 (a)(1) Deliberation regarding personnel matters: To deliberate regarding Westlake Academy Head of School Candidate(s)



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
Westlake, TX 76262

Staff Report

File #: WA RES 24-11

Agenda Date: 3/21/2024

Agenda #: E.1.

TOWN STAFF REPORT RECCOMENDATIONS

Consider approving WA Resolution 24-11 adopting the Westlake Academy 2024-2025 Academic Calendar; and take appropriate action (Carolyn Anderson, Interim Head of School)

STAFF: Carolyn Anderson, Interim Head of School

BACKGROUND:

The Westlake Academy Leadership Team has reviewed and is proposing the approval of the 2024-2025 Academic Calendar

DISCUSSION:

Two drafts of the calendar were shared with staff and current Westlake Academy families for input and feedback. The staff and families were given a week to review and consider both options, and then submit pros and cons as well as their preferred choice. The leadership team met and reviewed all feedback and have found Draft 1 to be the overall majority choice. It is our recommendation that the board approve Draft 1 and take appropriate action.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

The leadership team met and reviewed all feedback and have found Draft 1 to be the overall majority choice. It is our recommendation that the board approve Draft 1 and take appropriate action.

ATTACHMENT(S):

- WA Resolution 24-11
- WA Calendar - Proposed
- PowerPoint Presentation

TOWN COUNCIL ACTION/OPTIONS:

- 1) Motion to approve WA Resolution 24-11
- 2) Motion to amend with the following stipulations (please state stipulations in motion)

- 3) Motion to table
- 4) Motion to deny

WESTLAKE ACADEMY

WA RESOLUTION 24-11

**A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES
APPROVING THE 2024-2025 ACADEMIC CALENDAR.**

WHEREAS, Westlake Academy's mission is to provide students with an internationally minded education of the highest quality, so they are well-balanced life-long learners; and

WHEREAS, The Academy's Academic Calendar is one of the tools that the Academy utilizes to fulfill this mission; and

WHEREAS, Approving the Westlake Academy 2024-2025 Academic Calendar is necessary in order for the Academy to be in compliance with State attendance requirements; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
WESTLAKE ACADEMY:**

SECTION 1: That, all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That, the Board of Trustees Westlake Academy, hereby approves the amended Westlake Academy 2024-2025 Academic Calendar attached to this resolution as *Exhibit "A"*.

SECTION 3: If any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 26th DAY OF FEBRUARY 2024.

Sean Kilbride, President

ATTEST:

Amy M. Piukana, Board Secretary

APPROVED AS TO FORM:

Janet S. Bubert, School Attorney

Res 24-11
Exhibit “A”

Yearly Calendar

Year

2024

Year:

Month

8

Month:



Westlake Academy Draft 1 Academic Calendar 2024-2025

A Days

B Days

August 2024

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12

September 2024

S	M	T	W	Th	F	Sa
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October 2024

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20	21	22	23	24	25	26
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November 2024

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December 2024

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January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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July 2025

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20	21	22	23	24	25	26
27	28	29	30	31		

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Date Event

August	1-2 New Teacher Orientation 5-14 All Teacher Orientation 15: First Day of School
September	2: Labor Day (No School)
October	10: Secondary End of 1st Quarter 11: Teacher Professional Day (No School) 14: Columbus Day (No School)
November	25-29: Thanksgiving Break
December	16-19: Final exams - assessments 19: Secondary End of 2nd Quarter 20: Teacher Professional Day (No School) 23: Winter Break begins
January	6: Teacher Professional Day (No school) 20: Martin Luther King, Jr (No School)
February	14: Teachers' Professional Day - (No School) / Bad weather make up day 17: Presidents' Day (No School)
March	13: Secondary End of 3rd Quarter 14: Teachers' Professional Day - (No School) 17-21 Spring Break
April	18: Student/Teacher Holiday (No School) 21: Teachers' Professional Day - (No School) / Bad weather make up day
May	20-23: Final exams - assessments 23: Last Day of School 26: Memorial Day (No School) 27-28: Teacher Work Day
Senior Commencement TBD	

	First / Last Day of School
	No School
	Professional Day - Student Holiday

	Semester Exams / Assessments
	Senior Commencement TBD
	Late Start Wednesdays

2024-2025 School Calendar Recommendation



WESTLAKE
ACADEMY

Consideration of Proposed School Calendar for 2024-2025 School Year

Two calendars were created for consideration. The calendars were shared with Westlake Academy staff and Westlake Academy families for feedback. Staff and families were given a week to review, consider and reply with their thoughts.

Draft 1 is the overall preferred choice.

The later start date in August was one factor that stood out to be the main reason. Another reason was Draft 1 was more closely aligned to neighboring districts.

The following slides detail both drafts submitted for consideration to staff and families.



Westlake Academy Draft 1 Academic Calendar 2024-2025

A Days

B Days

August 2024

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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September 2024

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October 2024

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November 2024

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December 2024

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January 2025

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19	20	21	22	23	24	25
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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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July 2025

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	First / Last Day of School
	No School
	Professional Day - Student Holiday

	Semester Exams / Assessments
	Senior Commencement TBD
	Late Start Wednesdays

Date Event

August	1-2 New Teacher Orientation 6-14 All Teacher Orientation 15: First Day of School
September	2: Labor Day (No School)
October	10: Secondary End of 1st Quarter 11: Teacher Professional Day (No School) 14: Columbus Day (No School)
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December	16-19: Final exams - assessments 19: Secondary End of 2nd Quarter 20: Teacher Professional Day (No School) 23: Winter Break begins
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February	14: Teachers' Professional Day - (No School) / Bad weather make up day 17: Presidents' Day (No School)
March	13: Secondary End of 3rd Quarter 14: Teachers' Professional Day - (No School) 17-21 Spring Break
April	18: Student/Teacher Holiday (No School)
May	21: Teachers' Professional Day - (No School) / Bad weather make up day 20-23: Final exams - assessments 23: Last Day of School 26: Memorial Day (No School) 27-29: Teacher Work Day
Senior Commencement	TBD



Westlake Academy Draft 2 Academic Calendar 2024-2025

A Days

B Days

August 2024

S	M	T	W	Th	F	Sa
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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September 2024

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October 2024

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November 2024

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December 2024

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January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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July 2025

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Date Event

July	31 New Teacher Orientation
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May	19-22: Final exams - assessments 22: Last Day of School 26: Memorial Day (No School) 27-28: Teacher Work Day
	Senior Commencement TBD

	First / Last Day of School
	No School
	Professional Day - Student Holiday

	Semester Exams / Assessments
	Senior Commencement TBD
	Late Start Wednesdays

It is the recommendation of the PYP, Middle School, and High School leadership team, Draft 1 be adopted as the official Westlake Academy 2024 - 2025 School Calendar.